

STATE DISPLACED HOMEMAKER VERIFICATION WORKSHEET

NAME: _____

REQUIRED FOR ENROLLMENT

Each criteria must be verified with at least one of the documents listed. Check the document being used.

ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION	
Citizenship	<input type="checkbox"/> Official Hospital Record of Birth <input type="checkbox"/> Birth Certificate <input type="checkbox"/> US Passport <input type="checkbox"/> Certification of Naturalization <input type="checkbox"/> Alien Registration Card <input type="checkbox"/> DD-214 (If place of birth is listed)	<input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Baptismal Certificate (If place of birth is listed) <input type="checkbox"/> Public Assistance Record <input type="checkbox"/> Foreign Passport Marked Eligible to Work
Age/Date of Birth	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Official Hospital Record of Birth <input type="checkbox"/> US Passport <input type="checkbox"/> DD-214 <input type="checkbox"/> Federal, state or local ID <input type="checkbox"/> School Records or ID Cards <input type="checkbox"/> Driver's License	<input type="checkbox"/> Baptismal Certificate (if date of birth is shown) <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Public Assistance Record (Household Summary) <input type="checkbox"/> Work Permits <input type="checkbox"/> Cross Match with Department of Vital Statistics
Social Security Number	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> DD-214 <input type="checkbox"/> Passport
Selective Service	<input type="checkbox"/> Acknowledgement Letter <input type="checkbox"/> DD-214 <input type="checkbox"/> Selective Service Verification/Registration Card <input type="checkbox"/> Status Information Letter + Applicant Statement	<input type="checkbox"/> Selective Service Form 3A <input type="checkbox"/> www.sss.gov printout of registration <input type="checkbox"/> #847-688-2576 Registration # _____
Montana resident (at least six months)	<input type="checkbox"/> Power or Phone Bills or other form of mail with individual's name/address <input type="checkbox"/> Applicant Statement <input type="checkbox"/> Driver's License	<input type="checkbox"/> Waiver of residency by SDH program manager <input type="checkbox"/> Other (Identify)
Eligibility Criteria 1(a) and 1(b) (See eligibility criteria on page 2)		
Has worked primarily in the home without remuneration	<input type="checkbox"/> Applicant statement	<input type="checkbox"/> Waiver of time period by SDH program manager <input type="checkbox"/> Other (identify)
No longer dependent on public assistance or income of a relative	<input type="checkbox"/> Divorce Decree (within last five years) <input type="checkbox"/> Applicant statement <input type="checkbox"/> Death Certificate (within last five years) <input type="checkbox"/> Waiver of time period by SDH program manager	<input type="checkbox"/> Documentation showing loss of Public Assistance (e.g. letter from OPA or other appropriate agency) <input type="checkbox"/> Documentation of formal separation
Eligibility Criteria 2 (See eligibility criteria on page 2)		
Verification of age of dependent child or children	<input type="checkbox"/> birth certificate(s) or other documents as acceptable for verification of age <input type="checkbox"/> Other (identify)	<input type="checkbox"/> Public Assistance Records
Eligibility Criteria 3 (See eligibility criteria on page 2)		
Underemployed	<input type="checkbox"/> Paystub showing dollar amount per hour	<input type="checkbox"/> UI Wages records
Unemployed	<input type="checkbox"/> UI Wage records	<input type="checkbox"/> Applicant Statement
Eligibility Criteria 4		
Offender	<input type="checkbox"/> Court Documents <input type="checkbox"/> Letter from Pre-Release Center <input type="checkbox"/> Halfway House Resident <input type="checkbox"/> Letter from Probation Officer or Letter of Parole	<input type="checkbox"/> Police Records <input type="checkbox"/> Applicant Statement <input type="checkbox"/> Telephone Verification

Required File Documentation

*Not all of the following items listed below are required at enrollment but must be in participant files. Documents that are required at enrollment are noted with **

REQUIRED	ACCEPTABLE DOCUMENTATION
*Complaint Notice -Must be signed at enrollment	<input type="checkbox"/> WIOA.01 "Equal Opportunity is the Law" notice and signature sheet
Social Security Number	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Social Security Card <input type="checkbox"/> SNAP or TANF Household Summary with Social Security Numbers </div> <div> <input type="checkbox"/> DD-214 <input type="checkbox"/> SS Administration Confirmation Letter with participant's name and SSN <input type="checkbox"/> Passport </div> </div>
Individual Employment Plan (IEP)	<input type="checkbox"/> WIOA.16
Grievance Notice - Must be signed, dated and in participant files	<input type="checkbox"/> Participant Agreement with grievance procedure notice (Page 4 of WIOA.16 IEP)

Eligibility Criteria in addition to citizenship, age and residency:

1. (a) has worked as an adult primarily without remuneration to care for the home and family and for that reason has diminished marketable skills **AND**
(b) has been dependent on public assistance **or** on the income of a relative but is no longer supported by that income; **OR**
2. **is a parent** whose youngest dependent child will become ineligible to receive assistance under the Temporary Assistance for Needy Families (TANF) program within two (2) years of the application to the State Displaced Homemaker program; **OR**
3. is an unemployed or underemployed individual experiencing difficulty in obtaining any employment or suitable employment; **OR**
4. is a criminal offender and meets residency, age, and any of the requirements above.

To meet the criteria above, an individual must have worked mainly in the home for a minimum of three (3) years within the last five (5) years.

DEFINITION:

Underemployed individual – means:

- (a) person who is working part time but seeking full time work; or
- (b) person who is working full time but whose current annualized wage rate is not in excess of "for a family of one" the higher of either:
 - (i) the poverty level, or
 - (ii) 70% of the lower living standard income level.

Underemployment may also occur when an individual is working part time but desires full-time employment or who is working in employment not commensurate with the individual's demonstrated level of educational attainment. For example, a college grade in microbiology can find no work in his/her field and ends up as a clerk in a department store. (TEGL 14-00 Change 1)

INSTRUCTIONS SDH VERIFICATION WORKSHEET

Check the document used for each eligibility item. Only one item of documentation is required for each category.

If the documentation is "other", there is no standard documentation. However, documentation obtained must contain sufficient information to establish the individual's eligibility under an identified category.

APPLICANT STATEMENT/TELEPHONE VERIFICATION: Applicant statements would only be used in circumstances where items required cannot readily be verified and would cause an undue hardship for the individual and after all practical attempts to secure verification have failed. If an applicant is unable to produce the necessary documents to prove eligibility, service providers have two options available to determine eligibility:

- (1) Telephone/Document Inspection Verification: Eligibility may be verified by telephone contact with the employer, or by document inspection. The information obtained must be documented by recording the information on the Telephone Verification Form (WIOA.15). Telephone verification must include the name and position of the employer or representative providing the verification information. Documentation of eligibility verification through document inspection is appropriate when documents cannot or may not be machine-copied.
- (2) Applicant Statement: Limited use of applicant statements is allowable to document those items which, in some cases, are not verifiable or which may cause undue hardship for individuals to obtain. An applicant statement may be used only after all practical attempts to secure documentation have failed. Applicant statements must include detailed information and should be supported by a documented corroborative document(s), business contact or reliable witness attesting to the accuracy of the statement. Applicant statements must be signed by the applicant and a corroborating witness.

A copy of the Verification Worksheet and as appropriate, a copy of the Applicant Statement or Telephone Verification forms, shall be maintained in the participant's file.